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S/S AR. 40-66, dtd 3 MAY 1999

Army Regulation 600-6

Personnel—General

**Individual
Sick Slip
(DD Form 689)**

The Pentagon Library
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Washington, D.C. 20310

Headquarters
Department of the Army
Washington, DC
30 April 1985

What is this?

You have just opened a new type of UPDATE publication.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column looseleaf format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply UPDATE handbook already in use in supply rooms throughout the Army. In all instances, users will not be required to post changes. They will always receive a fresh, up-to-date "posted" copy to make their jobs easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

- o Summary of Change. Every UPDATE issue contains a Summary of Change. In the first printing of a book, the summary outlines the major topics covered by the publication. In subsequent printings, the summary outlines the major changes that have been made to the publication. Look for this summary in the front of every issue. It should help you "zero in" on areas that need your immediate attention.

- o Subscription Card. Look for the subscription card -- it is extremely important. You should use it to let your publications clerk know exactly how many copies of this UPDATE publication your unit needs. It is a two-part card -- you must complete part one and route it to your publications clerk. The publications clerk must then complete part two by consolidating your unit's total requirements. If you return your subscription card right away, you will receive the quantity you request of the next updated issue.

The Editors

SUMMARY of CHANGE

AR 600-6

Individual Sick Slip (DD Form 689)

This administrative revision incorporates only minor administrative changes including updating of office symbols and ZIP Codes. A summary of changes made to this regulation will appear on this page in all future issues of this publication.

UPDATE Change Highlighting

The two techniques shown below are used to help readers identify new changes in administrative publications.

UPDATE Cancel and Underscore Technique

1.	2.	3.
Text as it appeared in the last UPDATE issue:	<i>Change</i> text as it appears in this UPDATE issue:	<i>Fresh</i> text as it will appear in the next UPDATE issue:
The quick brown fox jumped over the lazy dog.	The quick brown <u>gray</u> fox jumped over <u>on</u> the lazy dog.	The quick gray fox jumped on the lazy dog.

UPDATE Tint Technique

1.	2.	3.
Text as it appeared in the last UPDATE issue:	<i>Restructured change</i> text as it appears in this UPDATE issue:	<i>Fresh</i> text as it will appear in the next UPDATE issue:

Chapter 4 Hours of Duty

Section I General

4-1. Authority

Managers of activities employing NAFI personnel are authorized to establish and change the tours of duty of such employees in accordance with this regulation.

4-2. Explanation of terms

a. *Administrative Workweek.* A period of 7 consecutive calendar days designated in advance by the appropriate official.

b. *Basic workweek.* The days and hours within the administrative workweek for a full-time or for a part-time employee during which an employee is expected to be on duty. These hours may be scheduled as regular, irregular, or rotating tours of duty.

c. *Full-time tour of duty.* A basic weekly tour consisting of 40 hours of duty each week.

Chapter 4 Alcoholic Beverages

Section I Introduction

4-1. General

This chapter prescribes policies and procedures for the use, control, and sale of alcoholic beverages Army-wide.

4-2. Authority

Policies and procedures in this chapter are developed under the following authority:

a. Section 6, 1951 Amendments to the Universal Military Training and Service Act (65 Stat. 88, 50 USC, App. 473) and DOD Directive 1015.3-R concerning the use, control, and sale of alcoholic beverages on Army installations within the United States (which includes the District of Columbia) and Puerto Rico.

b. International treaties and agreements as they pertain to alcoholic beverages overseas.

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Supersession Notice: This UPDATE publication supersedes the standard format bound edition of AR 600-6 dated 1 November 1978.

Distribution: Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 600- series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 382 of the subscriber's DA Form 12-9A. AR 600-6 distribution is A for Active Army, ARNG, and USAR.

Subscription Information: Valid account holders must use the enclosed subscription card to either increase or decrease the present quantity received of this publication. Complete the subscription card as shown in the instructions. Mail it as soon as possible to ensure that you receive the correct number of copies you need when this publication is reprinted.

Resupply: Limited copies of this UPDATE publication are available from the Baltimore Publications Center. To obtain copies, submit a completed DA Form 4569 (USAAGPC Requisition Code Sheet).

Editorial Comments: This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

Placement of Tables, Figures, Appendixes, and "R" Forms:

- Full-page tables, figures, and appendixes (in that order) in UPDATE publications are located after the last chapter of the publication. Less than full-page tables and figures will be placed nearest the first cited reference in the publication.
- All reproducible forms (R forms) included in UPDATE publications are located at the back of these publications and are in numerical sequence, beginning with DA Forms.

A Special Note About Forms and Local Reproduction:

Forms are one of the Army's basic work tools. As the successful use of forms is closely related to the effective and efficient handling of personnel actions, the following general information about locally reproducible forms may be helpful to you:

- DA locally reproducible forms are designated with the suffix "R" as in DA Form XXXX-R.
- The authority for local reproduction of DD Forms and their use is given in the directive.
- Sources for forms not authorized for local reproduction i.e., stocked forms, are the AG publications centers or as stated in the authorizing directive. Since these forms may NOT be reproduced locally, they must be requisitioned.
- The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a

modified format more convenient to local users. Those provisions permit back-to-back printing, carbon sets, and continuous construction for word processing use.

- AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

- The rules for procuring printing differs from place to place; therefore, your FMO may not be able to approve the printing. In such a case the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

The forms and local reproduction program offers you an opportunity to reduce your administrative burden and to save precious manhours for your unit.



This is the signature of an Army UPDATE publication.

The relationship of pen and book in this mark depicts printed communications—ideas disseminated rapidly and accurately in an economically and aesthetically beneficial manner to serve and to be conveniently used by a large audience.

Effective 30 April 1985

Personnel—General

Individual Sick Slip (DD Form 689)

This UPDATE printing publishes a new revision which is dated 30 April 1985. Because the structure of the text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 1 November 1978.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

Summary. This regulation governs the use of DD Form 689 (Individual Sick Slip).

Applicability. This regulation applies to—

- a. Active Army personnel.
- b. Other members of the uniformed services of the United States and Allied Nations who receive medical treatment or evaluation in an Army medical treatment facility.
- c. Army National Guard and U.S. Army Reserve personnel while serving on active duty for training.
- d. Military prisoners, including those in confinement at the United States Disciplinary Barracks and branches thereof.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited without prior approval from HQDA(DASG-PSA), WASH DC 20310-2300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is Office of The Surgeon General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DASG-PSA), WASH DC 20310-2300.

Distribution. Active Army, ARNG, and USAR: A

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*This regulation supersedes AR 600-6, 1 November 1978



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RESERVED

1. Purpose

a. This regulation prescribes policy and procedures for the preparation, use, and disposition of DD Form 689 (Individual Sick Slip) (fig. 1).

b. The Individual Sick Slip will be issued to a patient who either requests or receives medical or dental treatment or evaluation at an Army medical treatment facility. The Individual Sick Slip may be used at any time as a means of communication between the attending Army Medical Department (AMEDD) personnel and the unit commander of the service member (hereinafter referred to as the patient). Examples are:

(1) To assign a temporary profile, not to exceed 30 days, under AR 40-501, chapter 9.

(2) To furnish information concerning height and weight, as required in AR 600-9.

(3) To communicate to the patient's commander any limitations when DA Form 3349 (Physical Profile Board Proceedings Medical Condition Physical Profile Record) is inappropriate.

2. Required publications

a. AR 40-501, Standards of Medical Fitness. (Cited in para 1b(1).)

b. AR 600-9, The Army Weight Control Program. (Cited in paragraph 1b(2).)

c. AR 600-33, Line of Duty Investigations. (Cited in para 4a(2).)

3. Responsibilities

The issuing authority is responsible for the accuracy of the data entered on the Individual Sick Slip. Issuing authority is as follows:

a. Unit commander or authorized representative.

b. Confinement officer of disciplinary facilities or authorized representative.

c. Attending AMEDD personnel or authorized representative. When a patient is authorized to report directly to the medical treatment facility, and medical limitations are imposed, AMEDD personnel will issue the sick slip.

4. Procedures

a. The Individual Sick Slip will be initiated in two copies. Identification data may be completed by or for the patient. The form consists of three sections to be completed in accordance with the following instructions. (See fig. 1):

(1) "Illness" and "injury" blocks. Check "Illness" or "Injury."

(2) "Line of Duty" (LD) block. Leave blank. Action regarding LD will be taken under the provisions of AR 600-33, as appropriate.

(3) "Remarks" block. The following information will be entered in the "Remarks" block when an Individual Sick Slip is prepared for individuals referred to a medical treatment facility:

(a) Duty status at time of condition (e.g., Duty, Leave, AWOL, etc.).

(b) For nonbattle injuries, the circumstances of how, when, and where injury occurred.

(c) Any specific request to the medical treatment facility. For example: "Request psychiatric examination," "Can this individual do KP," etc.

(d) Other information which may be helpful to the AMEDD personnel.

(4) "Signature of Unit Commander" block. The commander or his or her designee will sign this section.

b. The medical officer's section will be completed by AMEDD personnel in accordance with the following:

(1) "Line of duty" block. See paragraph a(2) above.

(2) "Disposition of patient" block. The disposition of the patient will be indicated by a check mark in the appropriate space provided on the form as follows:

(a) DUTY: When the patient is returned to his or her unit for full duty without restrictions.

(b) QUARTERS: When the patient is returned to his or her unit or home for medically directed self-treatment and is not to perform military duty until a medical officer indicates that he or she may perform such duties. (Note: The medical officer will indicate in the Remarks section the duration of the quarters status in number of hours, and indicate the inclusive period (e.g., Quarters, 24 hours, 0730, 17 May until 0730, 18 May 78). Quarters status will normally not exceed 72 hours.

(c) SICK BAY: Not used by Army medical treatment facilities.

(d) HOSPITAL: When the patient is admitted to a hospital for inpatient care.

(e) NOT EXAMINED: Must be explained in "Remarks" block if checked (i.e., to report to eye clinic next Tuesday, 0900).

(f) OTHER: May be used by itself or in conjunction with any of the other disposition instructions above. When a temporary profile is assigned, this block must be checked.

(3) "Remarks" block. Indicate in this block the time and date the patient was released for the disposition indicated. If a temporary profile is assigned, this profiling official will record the profile, using the appropriate PULHES designator, and specific limitations. (Example: TL3—No continuous wearing of combat boots for 10 days.) Other comments the examiner may want to relay to the patient's commander may be entered.

(4) "Signature of Medical Officer" block. The signature of the examining official or his or her authorized representative is required on all DD Forms 689 prepared at Army medical treatment facilities. When the patient is from an organization that is not normally serviced by the medical facility forwarding the Individual Sick Slip, the name and location of that facility will be entered in the "Signature of Medical Officer" block.

5. Health record entry

The examining AMEDD personnel will enter on SF 600 (Health Record—Chronological Record of Medical Care) the findings of the examination or

evaluation, recommended treatment, disposition, profile, as applicable, and any specific duty limitations.

6. Disposition of Individual Sick Slips

a. Normally, the Individual Sick Slip will be handcarried by the patient or by an individual responsible for escorting the patient. When completed the original of the Individual Sick Slip will be provided the patient and the duplicate will be maintained by the patient's commander.

b. Commanders may destroy an Individual Sick Slip when a temporary profile or quarters status has terminated.



INDIVIDUAL SICK SLIP <input type="checkbox"/> ILLNESS <input checked="" type="checkbox"/> INJURY		DATE 17 May 1974
LAST NAME - FIRST NAME - MIDDLE INITIAL OF PATIENT SMARTER, ADOLPHUS P.		ORGANIZATION AND STATION Co A, 122 ORD BN Camp Piney, SC
SERVICE NUMBER/SSN 424-58-0364	GRADE/RATE PFC	
UNIT COMMANDER'S SECTION IN LINE OF DUTY		MEDICAL OFFICER'S SECTION IN LINE OF DUTY
REMARKS EM injured his left knee while playing basketball in post gym at 2100, 16 May 1974		DISPOSITION OF PATIENT <input type="checkbox"/> DUTY <input type="checkbox"/> QUARTERS <input type="checkbox"/> SICK BAY <input type="checkbox"/> HOSPITAL <input type="checkbox"/> NOT EXAMINED <input checked="" type="checkbox"/> OTHER (Specify):
REMARKS TL3 No strenuous exercise for 24 hours. Returned to duty 1000, 17 May 74 Return to sick call 18 May 74		
SIGNATURE OF UNIT COMMANDER J. M. Sure, CPT, ORDC		SIGNATURE OF MEDICAL OFFICER R. V. Positive, CPT, MC

DD FORM 689

PREVIOUS EDITIONS ARE OBSOLETE.

Figure 1. Sample of a completed DD Form 689